



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-IG

MAY 21 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum IG-02 – Rights of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General (IG)

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the IG. These may include what the civilian employee reasonably believes evidences fraud, waste, and abuse.
2. Before visiting the IG, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.
3. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact Mr. Don Mallet, Civilian Personnel Advisory Center, 7041 Radio Road, Building 413, Fort Polk, LA 71459, telephone (337) 531-2532, who will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact Mr. Reginald Seastrunk, Equal Employment Opportunity Office, 7333 Mississippi Avenue, Building 1715, Fort Polk, LA 71459, telephone (337) 531-1802.
4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call, or write the IG, JRTC and Fort Polk at:

Office of the Inspector General
AFZX-IG
1878 15th Street, Bldg 1943
Fort Polk, LA 71459

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Office Hours: 0800-1700, Monday-Friday; 1300-1700

Telephone: (337) 531-2100/7878

FAX: (337) 531-4695

Email: afzxig@polk.army.mil

5. If you believe your local IG's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting your local IG, you may write to the Office of the IG, Forces Command at Inspector General, Headquarters, Forces Command, (AFCG-IG), 1777 Hardee Ave. SW, Fort McPherson, GA 30330-1062. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DoD) Hotline. Their telephone numbers are:

DAIG: Toll free: 1-800-752-9747

IG, DoD: Toll free: 1-800-424-9098

FAX: Commercial: (703) 693-5080, DSN: 223-5080

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, Army Regulation (AR) 385-10.

7. Per AR 20-1, Inspector General Activities and Procedures, 19 July 2006, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG, or a Member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG, or a member of Congress. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

9. Whistleblower Protection. Commanders and other leaders may not take or threaten to take unfavorable action against, or withhold or threaten to withhold favorable action from, soldiers who make protected communications to the IG. Title 10, United States Code, section 1034 (10 U.S.C. 1034), effective 16 October 1998, grants whistleblower protection for reprisal allegations to individuals making a protected communication. A protected communication is:

- a. Any lawful communication to a member of Congress or an IG.

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b. A communication in which a member of the Armed Forces communicates information that the member reasonably believes evidences a violation of law or regulation, including sexual harassment or unlawful discrimination, gross mismanagement, a gross waste of funds or other resources, an abuse of authority, or a substantial and specific danger to public health or safety, when such a communication is made to any of the following:

(1) A Member of Congress, an IG, or a member of a DoD audit, inspection, investigation, or law enforcement organization.

(2) Any other person or organization (including any person or organization in the chain of command) designated under Component regulations or other established administrative procedures (that is, EOA, safety officer) to receive such communications. (See AR 600-20 for definition of chain of command.)

10. In accordance with AR 20-1, paragraph 4-2b, directors and supervisors are to permanently post this memorandum on all activity/organization bulletin boards.

11. This policy will remain in effect until superseded or rescinded.


DANIEL P. BOLGER
Brigadier General, USA
Commanding

DISTRIBUTION:

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